

## **EMS Paramedic – Shift Supervisor**

### **GENERAL STATEMENT OF DUTIES**

Performs provides supervision of and responsibility for an assigned shift as well as performing paramedic skills and duties.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises and coordinates the activities of an assigned shift. The employee has responsibility of assuring that his/her shift is operationally ready at all times and performs in the most effective and efficient manner possible. This position requires frequent contact with the public, medical staff, and peers which requires strong interpersonal and communication skills. Work is performed under general supervision and is evaluated by observation and by effectiveness of the shifts operation.

### **DUTIES AND RESPONSIBILITIES**

- Supervises and coordinates the activities of the shifts operation.
- Approves and schedules leave time for Crew Chiefs and Specialty Services personnel assigned to the shift.
- Reviews Crew Chief reports and consults with Crew Chief.
- Responsible for dissemination of supplies, equipment, and paperwork as needed and responsible for random base/unit checks to assure operational readiness as per the Catawba County EMS SOPs.
- Coordinates out-of-county and out-of-state transfers after normal hours of operation
- Cooperates with other agencies as needed
- Performs related duties as assigned.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **Knowledge, Skills, and Abilities**

- Considerable knowledge of state and local guidelines governing the operations of EMS
- Considerable knowledge of the County Personnel Code, Catawba County EMS SOPs, and treatment protocols.
- Considerable knowledge of the geography of Catawba County
- Considerable knowledge of the rules and regulations concerning COBRA, OBRA, IMTALA, HCFA and any regulations regarding inter-facility transfers.
- Ability to supervise and evaluate the work of others.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationship.
- Ability to handle multiple tasks in an effective and efficient manner.

**Physical Requirements**

Physical requirements required of positions within this classification are contained in the ADA Checklist attached to respective job descriptions.

**Minimum Education and Training**

High School graduate. Completion of a paramedic degree or certification program. Minimum of 8 years field experience, 5 of which must be at the EMT-Paramedic level.

**Special Requirements:**

Certification by the NC Board of Medical Examiners as an EMT-Paramedic. Successful completion of course and certification in an AHA ACLS, PALS, BCLS, and PHTLS or BTLIS. Possession of a valid NC driver's license.

**Special Note: This generic class description gives an overview of the job class, its job functions and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job description with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.**